

St Charles United Methodist Church

Staff-Parish Relations Committee (SPRC)

MISSION:

The Staff-Parish Relations Committee (SPRC) fosters an environment which supports the mission of St Charles United Methodist Church to glorify God and make disciples by connecting people to Christ across all boundaries. No Limits!

RESPONSIBILITIES/GOALS:

The Staff-Parish Relations Committee (SPRC) is comprised of elected church members dedicated to advancing the mission of St. Charles United Methodist Church.

People serving on this committee must be engaged in and attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted. The main responsibility of the committee centers on building relationships between the Pastor and Congregation, Staff and Congregation, Pastor and Staff, and our Church and the Global United Methodist Church.

Among the responsibilities of the committee/team are:

- To encourage, strengthen, nurture, support and respect the pastor(s), staff and their family(s)
- To promote unity in the church
- To provide support functions such as: conducting (on at least an annual basis) pastoral evaluations; and identifying pastoral continuing educational and spiritual renewal opportunities
- To develop job descriptions and policies/procedures to facilitate personnel hiring, evaluation, advancement, development and separation
- To develop, submit and monitor an annual budget structured around the salaries and benefits of the pastoral leadership and staff
- To confer with and counsel the pastor(s) and staff on matters pertaining to priorities in the use of gifts, skills, time and other resources to advance and support the mission and ministry of the congregation
- To cultivate and recommend candidates for ordained ministry according to the procedures listed in the *Book of Discipline*
- To work with the District Superintendent in securing clergy leadership during periods of transition
- The chairperson is the congregation's primary connection with the district superintendent and bishop related to pastoral leadership of the congregation

SPRC Team: Leadership & Membership – Term Expiry

Jim Adams, Committee/Team Chair	12-31-2016
Chris LaBure	12-31-2017
Onni Cesta	12-31-2016
Jim Adams	12-31-2016
John Hartline	12-31-2016
Karen Garrison	12-31-2015
Meredith Hamilton	12-31-2015
Lee Wilkins	12-31-2015

Ex Officio:

- Lay Leader
- Tim Lawson - Pastor

Calendar of Events

First quarter – Jan to Mar

- Induction of new committee members
- Implement any new pay raises of staff personnel and pastor
- Organize Committee (select a vice-chair, secretary)
- Discuss and complete Appointment “Preference Form” (with pastor present)
- Review job descriptions for other lay and clergy staff
- Look at S/PPRC Goals and meeting dates for year

Second quarter – Apr to Jun

- Provide annual evaluations of staff and pastor
- Parsonage Review -- not optional
 - Trustees and/or Parsonage Committee
 - Church’s property, pastor’s home
 - Keep it up like your own home.

Third quarter – Jul to Sep

- Budget work:
 - Salary
 - accountable reimbursement/travel
 - continuing education,
 - any other budget items that relate to paid staff
- Review action items from spring time evaluation of pastor and staff

Fourth quarter – Oct to Dec

- Look at Church Goals for coming year
 - Impact on staff priorities, training, division of tasks
- Appointment Review Process for clergy
- Look at long plans (annual and longer range) for pastor and staff continuing education
- SPRC evaluates its own work in past year
 - How did we do?
 - What did we neglect?
 - Where did we shine